



PARKS COMMISSION AGENDA

**April 2, 2019, 5:30 PM
Berlin Town Hall Conference Room**

1. Approval of Minutes of March 5, 2019
2. New Business
 - a) Worcester County Recreation & Parks proposed Basketball Program
 - b) FY 2020 Budget – Including discussion of eliminating movie nights/participation in events
3. Events Planning
 - a) Spring Celebration – Saturday, April 20, 2019
 - b) Clean-Up Day/Take Pride in Berlin Week – April 20-27, 2019
 - c) Spring Just Walk – Saturday, May 4, 2019
 - d) Movie Titles for Outdoor Movie Nights (tentative – see item 2.b. above)
4. Berlin Falls Park – Bruce Hyder
5. Berlin Youth Program
6. Other

Next Meeting: Tuesday, May 7, 2019

Save-the-Date:

Clean-Up Day/Take Pride in Berlin Week – April 20-27, 2019

Spring Celebration – Saturday, April 20, 2019

Spring Just Walk - Saturday, May 4, 2019

Movie Night SDP – Saturday, June 29, 2019 – “The Lion King”

Movie Night WHP – Saturday, July 13, 2019

Movie Night SDP – Saturday, July 27, 2019

National Night Out – Tuesday, August 6, 2019

Movie Night WHP – Saturday, August 10, 2019

Fall Just Walk – Saturday, November 2, 2019

**TOWN HALL
10 WILLIAM STREET
2nd FLOOR CONFERENCE ROOM**

MINUTES – PARKS COMMISSION

March 5, 2019

The meeting of the Parks Commission for Tuesday, March 5, 2019 was called to order at 5:30 PM. Parks Commission members present were Chair Mike Wiley and Loretta Briddell. Administrative Services Director Mary Bohlen was also present, as well as Town Administrator Laura Allen. Commission members Sarah Hooper and Bruce Hyder had informed Ms. Bohlen that they would be absent.

Because a quorum was not present at the start of the meeting, the minutes of February 5, 2019 could not be approved.

Ms. Bohlen brought the Boards attention to the draft FY20 Program Open Space Annual Program for Development, which had been discussed at the February Meeting. She noted that this would be presented for approval to the Mayor and Council at their Monday, February 11, 2019 Meeting and submitted to Worcester County by the end of March. As per the discussion at the February meeting, the expansion of the Stephen Decatur Park Tot-Lot had been removed from the list and the cost estimates had been updated. As discussed the prior month, Ms. Bohlen noted that, when the tot-lot expansion was first considered, it would have been necessary to fill in the low areas around the tot lot to prevent wet spots, but that the Town's stormwater initiatives would not allow for this, nor would it be an environmentally sound undertaking. Mr. Wiley suggested exploring the placement of a raingarden in that area outside the tot-lot fence.

Commission member Patricia Dufendach and Worcester Youth Program Coordinator Tiffany Scott joined the meeting during the Program Open Space discussion.

With a quorum now in attendance, Ms. Dufendach moved to approve the Minutes of the February 5, 2019 meeting as written and approval was unanimous.

Brief discussion of Clean-Up Day/Take Pride in Berlin Week and Spring Celebration followed; Ms. Bohlen noted that these items would be discussed in greater detail at the April Parks Commission Meeting. She also noted that Comcast volunteers would apparently be on-hand to participate, though she had not yet received the final word on that project. She also noted that, should there be a repeat of the previous year's lack of participation at Stephen Decatur Park, the event would need to be reexamined.

Ms. Allen provided an update on Berlin Falls Park. She noted that the Advisory Committee was planning the installation of pollinator gardens on Clean-Up Day and that Water Resources and Public Works would be preparing the ground ahead of time. Tours of the park and an information table were also under consideration. Ms. Bohlen asked to be sent details on these activities for inclusion with Take Pride/Clean-Up Day information.

Ms. Allen indicated that the Mayor and Council would be given a recommendation on Monday, March 11, 2019 to authorize contract approval for the demolition of several buildings on the Berlin Falls property as per the recently completed bidding process.

Ms. Dufendach noted the recent construction of a "Ninja Warrior" type facility in Ocean City and wondered if such an activity might be worth researching for Berlin Falls Park.

Ms. Scott provided an update on the Berlin Youth Program reviewing several recent and upcoming activities. Lengthy discussion followed regarding a program that was underway through NOAA. Students with the Youth Program wanted to participate by performing a project or projects in William Henry Park. Discussion followed regarding potential activities. Ultimately, Ms. Scott indicated that they could be ready to make a presentation to the Mayor and Council on Monday, March 11th. Mr. Wiley moved to approve supporting the project and approval was unanimous. Parks Commission members were asked to attend Monday's Mayor and Council meeting in support of the project. Ms. Scott also noted that the boys' group was attending a Junior Achievement event coming up at the Wicomico Youth & Civic Center. Discussion followed.

Ms. Bohlen and Ms. Allen discussed the upcoming Community Meetings for the Resilience Element of the Comprehensive Plan and encouraged the Commission Members to attend. Ms. Bohlen also noted that the drop-in tennis program was being publicized and that Worcester County Recreation & Parks was still looking into a basketball program at Henry Park.

Ms. Dufendach moved to adjourn the meeting and approval was unanimous. The meeting adjourned at approximately 6:15 PM.

Respectfully Submitted,



Mary T. Bohlen
Administrative Services Director
Liaison to the Parks Commission



TOWN OF BERLIN PARK FACILITY RESERVATION FORM



THIS FORM MUST BE COMPLETED AND DELIVERED TO TOWN HALL WITH DEPOSIT IN ORDER TO CONFIRM RESERVATION. NO VERBAL RESERVATIONS WILL BE ACCEPTED.

TODAY'S DATE: _____

EVENT/ACTIVITY DATE: _____ TIME FROM: _____ TO: _____

Anticipated # of attendees _____

NAME: _____

ADDRESS: _____

Contact: Myro Small,
410-600-5222

PHONE: _____

EMAIL: _____

ORGANIZATION: _____

(IF APPLICABLE)

WILL EVENT INVOLVE SALE OF GOODS OR SERVICES: YES NO

If yes, Business Use of Park Application must be completed and approved by the Mayor and Council. Form must be submitted no less than 60 days prior to the event.

DESCRIPTION OF EVENT/ACTIVITY: _____

FACILITY REQUESTED-Check all that apply

Dr. William Edward Henry Park, Flower Street: <input type="checkbox"/> Pavilion: # days _____ X \$50.00 = \$ _____ <input type="checkbox"/> Electric: # days _____ X \$10.00 = \$ _____ (pavilion only) <input type="checkbox"/> Basketball Courts: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 #courts _____ X # days _____ X \$50.00 = \$ _____	Stephen Decatur Park, Tripoli Street: <input type="checkbox"/> Pavilion: # days _____ X \$50.00 = \$ _____ <input type="checkbox"/> Electric: # days _____ X \$10.00 = \$ _____ (pavilion only) <input type="checkbox"/> Tennis Courts: <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 #courts _____ X # days _____ X \$50.00 = \$ _____
TOTAL DUE: \$ _____	TOTAL DUE: \$ _____

Note \$25.00 per facility/per day will be returned to user if left in good condition after use.

All individuals and organizations are responsible for payment of this fee in full to hold the requested date. A waiver of this fee can only be granted by the Mayor and Council; request must be submitted no later than the close of business the Wednesday preceding a Mayor and Council Meeting prior to the reservation date.

Notes/Comments: _____

I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s). I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS. I understand that this reservation is only for the facility indicated above; all other areas of the park are open to the public and may be in use during my event. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

Signature: _____

Date: _____

Office Use: Clerk: _____ Deposit Pd: \$ _____ Date: \$ _____	Refund: <input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____
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BUSINESS USE OF PARK APPLICATION



This form is required when sale of goods or services is being requested in connection with an event or activity within a Town of Berlin Park, or on a recurring basis within a Town of Berlin Park. A Vendor's Application and Certification for Peddling and Soliciting will also be required.

Name of Business: _____ Agent/Responsible Party: _____
(Individual Person must be identified)

Address _____ Phone #: (W) _____ (C) _____
_____ Email: _____

Park where activity or event will occur: Stephen Decatur Park William Henry Park

Purpose of Facility Use: _____

Requested Days/Times of Use: _____

of Persons Expected to participate in activity/event _____

List all individuals/employees who may/will conduct the business activity:

1)	6)
2)	7)
3)	8)
4)	9)
5)	10)

Please add any other information relevant to this application: _____

Reverse must be completed and signed.